



Community Festivals Fund

(1 July 2010 – 30 September 2010)

Guidance Notes

**Deadline for Applications
12.00 noon, Friday 9 April 2010**

Contact Details:
Tourism, Culture and Arts Unit
Development Department
Belfast City Council
Cecil Ward Building
4-10 Linenhall Street
BELFAST
BT2 8BP
T: 028 9091 8734
F: 028 9027 0325
E: culture@belfastcity.gov.uk

This form can be downloaded from www.belfastcity.gov.uk/funding

Belfast City Council is committed to ensuring that its services are available to all sections of the community. Consideration will be given to providing this form in alternative formats on request, where practicable.

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COMMUNITY FESTIVALS FUND

1. Introduction & Background

The Community Festivals Fund was established in 2006 in recognition of the potential contribution that festivals could make to communities, the local economy and to wider Government policy priorities. The fund was administered for the Department of Culture Arts & Leisure (DCAL) by the Northern Ireland Events Company, through an open application process.

Under the Review of Public Administration, it was determined that the work of the NI Events Company should transfer to the Northern Ireland Tourist Board. However, as the Community Festivals Fund (CFF) did not readily fit with NITB's focus on tourism development, the decision was made to transfer the operation of the Fund to Northern Ireland's Local Authorities on 1 April 2008. This transfer of responsibility recognised the community development and support funding already provided by local authorities and the contribution which festivals can make in promoting community cohesion.

Purpose of the Fund

Belfast City Council and DCAL both recognise the contribution to social cohesion, the celebration of cultural identity and the strengthening of community relations that community festivals can make. They welcome the opportunity to provide financial support to enable festival organisers to deliver their planned events. However, funding alone is not enough to ensure that a festival can be sustained for as long as the community wants it to go on. For that reason, the primary purpose of the CFF is to improve the capacity of community festival organisations and to make them less reliant on public funding by providing support and training; making funding available towards the cost of events is secondary.

It follows that applications for funding must demonstrate how that funding will help 'build capacity' within the community. The requirements of the application process are fully explained below.

Definition of a Festival

A community festival is a series of events with a common theme delivered within a defined time period. It is developed from within a community and should celebrate and positively promote what that community represents.

Community festivals are about participation, involvement and the creation and/or development of a sense of identity/common interest. These are important in contributing to the social well-being of the community.

Community festivals must be initiated and led by a formally constituted community organisation or a community led partnership: it is not enough to run a festival for a community – the community must have ownership of and play a strong part in the development and delivery of the festival.

Belfast City Council's Festival Policy states: -

*A Festival is a series of activities within a condensed time period of at least one day in length (i.e. 8-10 hours). Activities are usually different but related. A Festival **is not** one event scheduled over several days i.e. a series of similar events (e.g. one performance happening several times) nor is it a fundraising event, nor a commercial event.*

Definition of a Community

A community may be defined as: A specific group of people, often living in a defined geographic area, who share a common culture, values and interests and who are arranged in a social structure according to relationships the community has developed over a period of time.

2. Conditions and Criteria Applying to the Award of Grant

General Conditions Applying to the CFF

Applications to the fund are competitive and the award of grant will be made on merit. Festivals may already be well established, 'emerging' over the last two or three years or they may be new ideas developed to meet a specific need or opportunity identified within the community. They can be one-time-only, the continuation of an existing event or the first in what is intended to become an annual event.

The festival organisation must be formally constituted as a legal entity to enable the award of grant to be made and accepted.

It will be necessary that all festivals applying for support demonstrate their commitment to promoting social cohesion, social inclusion, equality of opportunity and good relations.

An application to the CFF will not exclude the applicant from applying to other public sector sources for funding.

Belfast Specific Criteria

Belfast City Council recognises the Community Festivals Fund as an investment in long-term community 'capacity building' which can most meaningfully contribute if it is aligned with the aims and objectives that guide Council as it leads and manages citywide development. For that reason, Council has set down a series of specific 'underpinning' criteria with which applications for funding should seek to connect. Evidence of this 'connection' should be included in every proposal.

The criteria are: -

j) Providing Leadership

This is essentially about three things: -

- Recognising that festivals help communities come together and help them celebrate who they are and what they want to become in the future.
- Recognising that effective partnerships help lead development and that Community festivals can be the start point for partnerships.
- Recognising that the CFF is one way of enabling *communities of place or of interest* to make their voices heard when it comes to policy making.

ii) Promoting Social Inclusion and Cultural and Environmental Engagement

BCC recognises that local community festivals can have a positive economic impact generated not only through increasing local 'spend' but also by adding new skills and increasing enterprise within communities. They can also have a positive impact on helping to reduce division and the polarisation of communities by promoting good relations and can increase the levels of confidence, participation and engagement within communities. In so doing they can increase the capacity of citizens to make informed decisions about their neighbourhoods.

Community festivals can also help to protect and promote the city's heritage and help deliver a strong cultural experience, not only for the citizen but also for the visitor. They can also help with the creation of 'shared space'.

Belfast City Council welcomes applications that recognise these themes and provide a positive response to dealing with them at the community level for either single communities or several communities working together.

iii) Animating the City (Celebration)

Belfast City Council recognises that communities have much to celebrate but often don't have the resources to enable that celebration to happen. Communities might wish to celebrate their own cultural identity or engage with what others see as 'their identity' (now more important than ever as communities expand to accommodate new migrants). Or they might celebrate success in the arts, sport, the creation of new infrastructure or some other development that will help the community grow or they might simply want to come together to share the moment across the generations.

Celebration can contribute to community cohesion and have a positive effect on the image of the community internally and across the rest of the city; it can help promote the city as well.

CFF can have a role in making that celebration happen but if the Council is to provide funding it will want to see strength and depth in community engagement and participation, quality in the delivery of festival events and innovation and creativity in the way the festival meets its aims and objectives.

iv) Regeneration (Community Led)

Belfast City Council believes that where communities take the lead in local area regeneration (as they do in the area partnership boards, for example) everyone benefits – more gets done and it tends to ‘stick’. Festivals can be a first step in bringing communities together and building capacity (skills training and volunteering). This enables bigger regeneration issues to be tackled by the community; then they can be the means of celebrating what has been achieved. However, the Community Festivals Fund does not only see festivals as a regeneration tool. Festivals are worthwhile for the cultural development they provide and the sustainability of cultural activity that they support. They are also important because of their ability to develop the use of public spaces and for the opportunity they provide for community participation and commitment. The CFF aims to recognise and support festivals for all that they might potentially deliver across Belfast.

3. The CFF Application Process

Grant ‘Open for Application’ Period

The CFF applications period opens with the publication of these guidelines and closes on Friday 9 April 2010 at 12.00 noon. The application covers all events that are scheduled to take place within the period from the earliest date for the award of grant (1 July) to 30 September 2010.

Making an Application

Applications must be made on the Community Festivals Fund application form, which is available to download from www.belfastcity.gov.uk/funding. Or if you would like an application pack posted to you, please telephone the Tourism, Culture and Arts Unit on 9091 8734.

The application form has the following sections: -

- A About your Organisation
- B About your Proposed Festival
- C Funding Criteria for the Community Festivals Fund
- D Budget & Evaluation
- E Declaration

All applications received will be logged.

Who Can Apply for the Community Festivals Grant

To make an application, organisations must be formally constituted (verified by an adopted Constitution or by Memorandum and Articles of Association as appropriate) and have an appropriate legal status. The Chairman or Chief Executive of the organisation will be required to confirm in writing that the application is genuine and that the organisation will comply fully with the monitoring, reporting and evaluation procedures set down by Belfast City Council.

Advice about making an application

If you would like advice on the application process or criteria, please contact the Tourism, Culture and Arts Unit on 028 9091 8734. Please note that officers cannot comment on or provide advice on specific applications.

Available Funding Limits

The Community Festivals Fund will normally make awards in the range £2,500 - £10,000. The Fund will not contribute more than 80% of total allowable costs and is likely, in most instances to contribute significantly less. Festivals with a budget less than say £3,500 are unlikely to be able to provide the required level of training to warrant support from the Fund. The promoter will be expected to provide 20% of the total budget; this may include in-kind support (valued at the rate the organisers would otherwise have had to pay for that support) and volunteer labour (valued at the minimum wage rate).

Activities that the Community Festivals Fund can support

The Fund will consider funding the following types of events and activities in the context of a Festival proposal: -

- ✓ Arts and heritage educational events, performances and exhibitions
- ✓ Other cultural events that focus on those things that contribute to, or make up the cultural identity of an area or group and celebrate its/their uniqueness
- ✓ New commissions and/or productions that relate to the cultural identity of a community, its history, and issues that currently confront it and/or its aspirations for the future
- ✓ Participatory activities that will engage the community and that relate to its sense of itself (culture and identity), and/or its sense of place and/or its relationships with other communities and with the future
- ✓ Events and other activities that seek to give the community a voice on issues as to its future and its place in the city
- ✓ Events and activities by which the community seeks to engage with its neighbours on issues of identity, shared space and future growth and development
- ✓ Events that celebrate what the community has to offer and that welcome new-comers
- ✓ Events developed by common interest groups that take forward that interest, reaching out to the further development of creativity, skills, opportunities and the development of audiences and participation (including 'showcase' events).
- ✓ Training events and similar activities (as part of festival delivery) that will build capacity within the community to ensure that the festival can be repeated (if appropriate) or that new festivals can be created and successfully grown in a planned, managed and controlled way.
- ✓ Events (within the context of festival planning and/or delivery) that seek to establish, mobilise and motivate new partnerships for development.
- ✓ Events, within the context of festival planning, that aim to identify and promote new enterprise/business opportunities for members of the community, that might usefully be developed in support of the Festival its participants and audience.
- ✓ Marketing activities aimed at generating audiences (including tourists).

Activities and organisations that the Community Festivals Fund will not support:

- × Organisations that are not formally constituted and as such cannot be classed as a 'legal entity'
- × Organisations which are able to share out profits to members or shareholders
- × Activities outside Belfast City Council area
- × Organisations that are for profit, unless all profits are reinvested in the organisation to further its objectives and are not distributed by way of profit, dividend or otherwise to the organisation's shareholders, members, owners, stakeholders or anybody else connected with the organisation i.e. a social enterprise company
- × Activities that could be undertaken on a commercial basis
- × Other local authorities
- × Other public sector organisations
- × Individuals
- × Activities that provide no potential benefit to the public, either in the short or long term
- × Goods and services that have been ordered or bought before receiving a letter of offer
- × Activities that have already taken place or are already underway at the time of assessment
- × Activities, equipment or events that duplicate what already exists
- × Costs that are already covered by other funding or income sources
- × Festivals that are primarily fundraising events or are heavily branded with charity branding or deploy potential sources of income from a festival to a charity
- × Award ceremonies or trade/industry events of a commercial nature
- × Residential courses or associated events
- × Festivals that are social events for an organisation
- × Activities that do not benefit the citizens of Belfast
- × Loans or deficits.

4. The Assessment Process

The application process is competitive and only the best applications will receive grant aid; applications that do not reach a minimum standard under the assessment process will be automatically excluded from further consideration. The lower and upper limits of available grants are £2,500 and £10,000 respectively.

The assessment process has four stages: -

STAGE 1 Assessment against the checklist of eligibility/ineligibility criteria set out above (pass or fail on the basis of the evidence provided in the proposal).

Assessment of the organisation's financial stability as evidenced by the provision of accounts and / or bank statements.

Confirmation that the organisation has in place Child Protection Policy and Procedures, if appropriate. (Copies to be supplied, if not already with Belfast City Council)

STAGE 2 Assessment of the festival proposal with regard to its ability to meet the general conditions applying to CFF (pass or fail on the basis of the evidence provided).

STAGE 3 Assessment of the proposal with regard to the degree to which it 'conforms' to the specific criteria set down by Belfast City Council. This element of the assessment will apply a five-point scale (see below) to each of the underpinning criteria, which will be 'weighted'. Applicants should demonstrate how their proposal supports each condition.

Score	Description
80 -100:	Excellent adherence to criteria / excellent degree of evidence
60 - 80:	Good adherence to criteria / good degree of evidence
50 - 60:	Moderate adherence to criteria / moderate degree of evidence
30 - 50:	Below average adherence to criteria / limited degree of evidence
0 - 30:	Poor adherence to criteria / little or no evidence

Providing Leadership eg

- Demonstrating relevance to the target community
- Demonstrating a high level of community participation
- Providing opportunities for future development (repeatability & expandability) – if appropriate
- Demonstrating practical efforts aimed at 'capacity building'
- Developing new partnerships
- Creativity - evidenced by 'themes' and programming.

Promoting social inclusion and cultural and environmental engagement eg

- Demonstrating that barriers to access have been identified and will be dealt with – this might include issues of access for people with disabilities, ticket prices, transport difficulties etc
- Demonstrating that the events planned will be neither threatening nor offensive
- Demonstrating that the events planned are relevant to the community and its interests/issues
- Demonstrating that the events might reasonably be expected to generate significant community/audience engagement.

Animating the city (celebration) eg

- Programme - demonstrating 'innovation' and 'creativity'
- Demonstrating 'quality' in the delivery of festival events
- Demonstrating how the programme enhances the cultural experience of those living and working in Belfast

Promoting Community Led Regeneration eg

- Providing evidence that there is a process to attract visitors to the area e.g. an audience development plan.
- Providing evidence of support from the local business community.
- Connecting with existing regeneration projects in the area.
- Evidence of the way in which the festival will make a contribution to the development of 'sustainable cultural activity'
- Evidence of the contribution to enhancing the cultural infrastructure of the city
- Evidence of enhancing public spaces through increased use

STAGE 4

Assessment of the proposal with regard to management and the quality of: -

- Planning
- Budgeting
- The proposed resources and structures to be employed to ensure that the festival is well managed and controlled.

Assessment of the proposals for: -

- Monitoring, evaluation and reporting.

This will be scored on a five–point scale (ie 1= very poor, 5 = very good).

Should the initial assessment fail a proposal at stage 1, no further assessment will be carried out.

Assessments will initially be made by the Council's lead assessor for the CFF and subsequently verified by the manager responsible. A 'moderation' process will then be undertaken to ensure that all projects have been assessed to the common standard.

On completion of the moderation process, recommendation for the award of grant will be made and ratified according to Council procedures.

No applications will be assessed until the closing date for applications has passed. Late applications will not be considered.

Your organisation will be advised of the outcome of your application within six weeks from the closing date for applications.

5. Letter of Offer

If your organisation is successful a Letter of Offer outlining general conditions (See Appendix 1) and any special conditions and explaining the stages by which we will pay the grant will be sent. The most senior person in your organisation e.g. the Chairman or Chief Executive will be asked to sign and return the letter of offer. Organisations should retain a copy of the letter of offer 'for information'. The letter of offer will oblige the organisation to accept the grant and its conditions. The letter of offer must be formally 'accepted' before any grant can be released. At the latest this has to happen within 12 weeks of the date of the letter of offer.

If the grant does not correspond with the amount requested, your organisation must discuss this with the Council officer responsible for the Community Festivals Fund. You will be required to confirm in writing exactly what the CFF grant will be used to pay for.

If you receive a grant offer and no longer want to take it up, please advise the Council, in writing, as soon as possible.

6. Appeals

If your application is unsuccessful you may appeal the decision by providing, in writing, additional/new information, which you believe will strengthen the case you made in your application. If no new information is made available your appeal will not be 'heard'.

Your appeal will be reviewed along with the original application and the results of the original assessment process by the Council Head of Service – Tourism, Culture and Arts who will then make a final decision on the case. All decisions at that point are final and no further appeal will be considered.

7. Monitoring and Reporting

If successful you will be required to provide the Council with interim and final evaluation reports in a form set out by Council. The interim report will be required two weeks before the festival opens and the final report within four weeks of the closing date (unless agreed otherwise with Belfast City Council).

The final report must be accompanied by fully vouched financial accounts for the event compiled under the same headings used in the application. It is recommended that organisations engage an independent accountant to prepare and report on the accounts for the event.

Note: The cost of obtaining support from an accountant to prepare the financial report will be an eligible expenditure for the award of grant.

The final report must contain statistics on audience numbers and geographic spread (by individual event); numbers of participants and a specific attempt should be made to establish if any tourists have attended the event(s).

8. Drawdown of Grant

Grant will be paid in two instalments. The first instalment (90%) on award of grant and the balance on submission of an acceptable final report. Prior to the payment of the first instalment, you will be required to provide Council with a re-profiled expenditure budget which will be verified and agreed by your Council appointed project assessor; this must take place before the letter of offer is sent out as the new/re-profiled budget will form the basis of the letter of offer.

The payment of the second instalment (10%) is performance related and will be dependent on receipt of a final report which, when evaluated, confirms that the event was delivered as set out in the proposal and agreed at the initial evaluation stage. The evaluation process will be managed by the Council appointed lead assessor and verified by the Council project manager.

9. Reclaim of Grant

Should the event not go ahead, Council will reclaim that element of the money paid to you by way of grant but not spent. Council reserves the right, however, to reclaim all moneys advanced should you fail to substantially deliver on the commitments made and agreed to in the bid for funding,

10. Ineligible Costs

The cost of any 'celebrations' primarily for the benefit of the organisers, sponsors or the people who worked on the event pre or post event will be deemed ineligible for the award of grant. Subsistence catering costs will be limited to 10% of total costs.

11. Advertising

This grant programme will be advertised on the Belfast City Council website, through Council network partners and in the press (community newspapers). Current and previous Council festivals and arts and heritage funding clients will be notified directly. The Council's Community Services Department will also advise their client groups. Council will also work closely with VSB and NICVA to ensure that the community and cultural groups with which they work are advised of the Fund.

Appendix 1

Terms and Conditions of Offer

Belfast City Council will apply the following terms and conditions to any offer made under the Community Festivals Fund.

Application of Funds

- The budget as detailed in the application shall not be changed except with the prior written consent of the Council.
- The funding provided by the Council shall be used solely for the purposes of the implementation of the festival as described in the proposal.

Management

- The manager/co-ordinator of the festival shall make themselves reasonably available for discussion on the progress of the festival with Belfast City Council.
- Management will make available a re-profiled expenditure budget for agreement in advance of any letter of offer being signed.

Payment of Grant

- The grant agreed will be paid in two instalments, 90% on receipt of a completed letter of offer and 10% on receipt of a satisfactory festival events report and vouched and verified financial statements.
- Payment is conditional on the promoter complying with any Special Conditions listed in any Schedule to the Letter of Offer.
- No funding will be released until any requested outstanding documentation is submitted and is acceptable to the Council.

Monitoring

- For monitoring purposes, relevant Council staff should be allowed free access to all public presentations/events within the agreed festival programme.
- Subject to timetable and agreement, you shall provide the Council with two reports (interim and final) on templates that will be provided.

Right to Access

The Council through its authorised officers and agents shall have uninhibited right to: -

- Inspect the premises and equipment used for the purposes of festival programme delivery;
- Interview all participating staff and trainees;
- Discuss all aspects of the festival with the manager/ co-ordinator of the festival
- Inspect all financial and other relevant documents relating to expenditure incurred in connection with the festival;
- Initiate independent reviews to assess the performances of the festival programme against stated performance standards.

Giving Notice

The promoter shall notify Council immediately in the event that they should become aware of: -

- Any threat to the future participation in the festival of any other contributors/ funders;
- Any doubt as to the ability of those contributors/ funders to continue with their commitment to the festival;
- Any substantial deterioration in your financial position;
- The happening or substantial likelihood of the happening of any circumstances that would mean that the festival would not proceed.

Withdrawal

The Council reserves the right to cease any further or continued commitment to the festival if it should decide at its entire discretion that the festival for whatever reason has been jeopardised/is likely to be jeopardised as to its future continuance.

Repayment of Funding – If:

- The festival for whatever reason has been jeopardised as to its future continuance
- The progress of the festival has become unsatisfactory
- There has been a substantial change in the nature, scale or timing of the festival to an unacceptable degree
- There has been an increase in costs which no other contributors have agreed to meet
- Any of the information contained in the application or reports provided by you following the Letter of Offer transpires to be materially incomplete, incorrect or misleading
- Any of the monies provided by the various contributors is not entirely applied for the purposes of the programme.

Council will require that any money unspent up to the time that any of the circumstances outlined above have come to light will be repaid.

Council reserves the right, however, to reclaim all money advanced should you fail to substantially deliver on the commitments made and agreed to in the proposal for funding.

Community Festivals Fund

(for festivals taking place from 1 July 2010- 30 September 2010)

Application Form

Deadline for Applications
12.00 noon, Friday 9 April 2010

This form can be downloaded from www.belfastcity.gov.uk/funding

Belfast City Council is committed to ensuring that its services are available to all sections of the community. Consideration will be given to providing this form in alternative formats on request, where practicable.

Name of Organisation: _____
Name of Proposed Festival: _____
Date of Proposed Festival: _____

Please return this form to: -

Tourism, Culture and Arts Unit
Development Department
Belfast City Council
Cecil Ward Building
4-10 Linenhall Street
BELFAST
BT2 8BP

SECTION A ABOUT YOUR ORGANISATION

1. Contact Details

Organisation _____

Address _____

Post code _____

Telephone _____ Mobile _____

Fax _____

Email _____

Contact name _____

Position in organisation _____

2. Status of the Organisation

When was your organisation formed? _____

How is your organisation constituted?

Limited Company Company No. _____

Company Limited to Guarantee Company No. _____

Partnership

Other (please specify)

(Where appropriate please supply a copy of the Memorandum and Articles of Association or the Constitution)

Principle purpose(s) of your organisation _____

_____ (Max 100 words)

Is your organisation a charity and registered with the Inland Revenue?
If so, please supply the Charity Registration Number.

Yes No Charity No. _____

3. Management & Governance

- i. Please list the members of your Board/ Management Committee in the table below and identify the key office bearers, e.g. Chair, Treasurer, etc

Name	Position On Board/ Committee	Occupation / Relevant Experience

- ii. Does the Board have Sub-Committees? If so, please supply details

- iii. How often does the Board / Management Committee / Sub-Committees meet?

- iv. What is the length of term of office for a Board member?

- v. Has the organisation established a committee specifically to run this Festival? If so, who is the Chair of that committee and how long have they been in charge? _____

- vi. Please list the members of the Festival committee and the specific skills they contribute to running the Festival?

Festivals Committee Member	Skills

4. Strategic Documents and Policies

(Please note that you may refer us to documents previously supplied, if no updates have been made since you last submitted these.)

- i. Please supply a copy of your strategic plan and business/operational plan
- ii. Please supply a copy of your festival (development) plan – please ensure that this also details the audience development and marketing plans for the festival etc.
- iii. Please supply a copy of your organisation policy statements as they relate to - Equal Opportunities Policy, Staff Development Policy, Child Protection Policy (*essential if your organisation works to any degree with children / young people*) etc.

5. Staff Structure

- i. Please supply information about the organisation’s staff over the CURRENT FINANCIAL YEAR (1 April 2009 – 31 March 2010). Continue on a separate sheet if necessary.

Core Staff

NAME	JOB TITLE	FULL-TIME	PART-TIME

Freelance / Short-term contract staff

NAME	JOB DESCRIPTION & DURATION	FULL-TIME	PART-TIME

Volunteers / Work Placement

NAME	JOB DESCRIPTION & DURATION	FULL-TIME	PART-TIME

6. Wages

Total paid wages in last financial year: (1 April 2008 – 31 March 2009).

TYPE OF STAFF	AMOUNT (£)
Permanent / Contract Staff	
Freelance / Short term contract / Casual	
Volunteer Costs	
TOTAL	

7. Premises

i. Which of the following best describes the premises you currently operate from?

- Owned by your organisation
- Privately rented
- Other

ii. Is this situation likely to change in the near future? Yes No
(Tick)

iii. Are the premises you occupy compliant with the Disability Discrimination Act (DDA)?

Yes No (Tick)

If No – what are you doing to remedy this situation?

8. Financial Information

i. Name and address of Auditor/Accountants:

ii. Name and address of Bank/Building Society:

iii. Account name:

iv. Account number:

v. Sort code: _____

- vi. VAT Registration number (if applicable): _____

 - vii. Financial year for your organisation covers period from: _____
to: _____

 - viii. Who is the person responsible for day-to-day financial management within the organisation?

 - ix. What was your organisation's total income in 2008/09? £ _____

 - x. What was your organisation's total expenditure in 2008/09? £ _____

 - xi. Please enclose the following to demonstrate your current financial position:
 - Copy of your organisation's most recent accounts – income / expenditure statement (Profit & Loss) & balance sheet
 - Management accounts for the period up to March 2010
 - Most recent bank statement
- (Tick)

SECTION B: ABOUT YOUR PROPOSED FESTIVAL

- 1. **What is the name of your festival?** _____

- 2. **Status/History**
 - i. Is this a new event or has it run before?

New

Run Before How many times /what year(s)? _____

 - If the event ran before:

 - ii. How successful was the event when it ran before (please describe – statistics will be requested at section 3 below)

 - iii. If the event is returning after an absence, please explain why it stopped and what has changed that your organisation is proposing to re-start it.

iv What are you proposing to do to ensure that this festival builds on previous strengths and is not just 'more of the same'?

v Is the management team the same as managed it historically?

Yes
No Detail
(Tick)

Changes _____

3. Programme details

i. On a separate sheet, please supply a description of the Festival as currently envisaged. We would expect this to include:

- Timetable for the festival and all its events
- Details of proposed artists / other cultural providers (including heritage) to be used within the programme
- Workshops (if any)
- Lectures and talks (if any)
- Live Arts & / or Entertainment 'events'
- Exhibitions (if any)
- Film Screenings (if any)
- General participation events e.g. music 'sessions'
- Proposed venues
- Participant numbers - forecast and description (see question 4)
- Audience numbers – forecast (see question 4)

ii. Please tell us on what activities you specifically want to spend the Community Festivals Fund grant aid.

iii. Please explain to us how the festival fits with the organisation's current work and its future development plans, and why running this festival is important to your organisation.

4. **Beneficiaries**

i Please tick below, the area(s) in which the festival will take place and the area(s) where your organisation normally works.

	Festival will take place (%)	Where the organisation normally works
Belfast City - north		
Belfast City - south		
Belfast City - east		
Belfast City - west		
Belfast City - Shankill		
Belfast city centre		
N. Ireland – outside Belfast		
Outside N. Ireland		

How many people will benefit from this festival?

ii Please estimate how many people will participate and how many people will be in the audience ('Audience' includes people going to an exhibition/ performance)

a. Estimate of numbers attending festival over last 3 years (if appropriate)

Estimate of numbers of people involved in festivals over the last three years.			
	2007/08	2008/09	2009/10
Audience			
Participants			
Administration & operations			

b. Estimate of numbers attending the festival this year.

Estimate of numbers of people you expect to get involved in the festival for which you are seeking grant aid in 2010	
Audience	
Participants	
Administration & operations	

c. What is the age range of people who have in the past (if appropriate) / people who will benefit from your programme? Please estimate percentages of participants and audience numbers.

	Participants (%)	Audience (%)
Children under 5		
Children (5 to 11)		
Youth (12 to 19)		
Young adults (20 to 24)		
Adults (25 to 64)		
Older Adults(65 & over)		
All age ranges		

d. Will they most likely be:

	Participants (%)	Audience (%)
Male		
Female		

5) Marketing

Please supply a brief outline of how you intend to market your organisation and its activities in 2010. Alternatively, you can refer us to a marketing plan, which you are submitting with this application.

6) **Evaluation**

Please supply a brief outline of how you intend to monitor and evaluate your proposed activities, in addition to completing Belfast City Council's evaluation forms.

SECTION C: BELFAST CITY COUNCIL'S COMMUNITY FESTIVALS FUND - FUNDING CRITERIA

Please detail, in **no more than 1500 words**, how your organisation and programme meets the criteria for Belfast City Council's Community Festivals Fund.

The criteria are listed in the Guidance Notes – please refer to Guidance Notes before completing this section. **You are advised to use bullet points under the headlines provided in page xxx of the application**

Note: You may refer to attached past publicity material / reviews, or other documentation relevant to the criteria as appropriate. These attachments will not contribute to the word limit.

SECTION D: BUDGET

Please provide as much detail as possible in relation to the projected festival budget. The headings listed are given as a guide only and you should include relevant areas of expenditure and income that may not be specified. **It is important that you give us as much detail and breakdown as possible.** You may attach budget sheets and detailed project budgets where applicable or written estimates/quotations.

Please show clearly the breakdown of how you have reached your subtotals and totals.

We expect you to secure at least 20% of the finance you need for your programme from other sources. The more alternative sources of income that you can apply for or obtain before submitting your application, the better 'value for money' your proposal will be to Belfast City Council. 'In kind' contributions can be highlighted and are valued as a strong contribution to 'value for money'.

INCOME

Earned income (including Box Office)

Box office _____			£ _____
Advertising sales _____			£ _____
Merchandise sales _____			£ _____
Other _____			£ _____
		Sub-total	£ _____

Other public funding

	Applied for?	Approved?	
_____	_____	_____	£ _____
_____	_____	_____	£ _____
		Sub-total	£ _____

**Private income
(E.g. Sponsorship, trusts, foundations)**

	Applied for?	Approved?	
_____	_____	_____	£ _____
_____	_____	_____	£ _____
		Sub-total	£ _____

Support 'in kind'

	Applied for?	Approved?	
_____	_____	_____	£ _____
_____	_____	_____	£ _____
		Sub-total	£ _____

**Amount you are requesting from
Belfast City Council Community Festivals Fund**

£ _____

Total income

(NB: Income should match expenditure)

£ _____

EXPENDITURE

Artistic expenditure (Please detail on a separate sheet)

Artists fees	£ _____
Hire of Equipment for productions / events	£ _____
Consumables for productions	£ _____
Fees for other cultural/heritage providers	£ _____
Other (Detail) _____	£ _____
Sub-total	= £ _____

Event Overheads

Hire of Venues	£ _____
Hire of seating and other event support equipment	£ _____
Administration Expenses (excl. Labour)	£ _____
Transport Costs	£ _____
Other Expenses (Detail) _____	£ _____
Sub-total	= £ _____

Marketing & Publicity

Production of collateral materials – brochures, programmes, ticket printing, preparation of advertisements	£ _____
Media costs (placing ads)	£ _____
Website costs	£ _____
Hire of professional support	£ _____
Other	£ _____
Sub-total	= £ _____

General Operating Overheads

Office expenses inc. rent/heat light & power etc.	£ _____
Other (Detail) _____	£ _____
_____	£ _____
Sub-total	= £ _____

Wages & Other Staff Costs inc. Casuals

_____	£ _____
_____	£ _____
_____	£ _____
Sub-total	= £ _____

Value of 'in kind' support

_____	£ _____
_____	£ _____
_____	£ _____
Sub-total	= £ _____

Other expenditure (not specified elsewhere)

_____	£ _____
_____	£ _____
_____	£ _____
Sub-total	= £ _____

TOTAL EXPENDITURE = £ _____

SECTION E: DECLARATION

I confirm that the organisation named on this application has given me the authority to submit this application on their behalf.

I confirm that the activity in the application falls within the powers of the organisation's Constitution or Memorandum and Articles of Association, and that the applicant is a legally constituted, non-profit making arts, heritage or community organisation.

I confirm that, if we are successful with our application, we will abide by the conditions of grant.

I confirm that, as far as I know, the information in this application, and any material submitted in support of it, is true and correct.

Name _____

Position in organisation _____

Date _____

Please list below your supporting material (e.g. strategic documents, policy documents, outline budget, forward event plan) for this application:

Pursuant to the Data Protection Act 1998 Belfast City Council will only use personal information submitted as part of this proposal for purposes of assessing eligibility for a grant and for the administration of Belfast City Council's grant schemes. Personal information will not be used for any other purposes unless the Council has the consent of the data subject.

Please check the Guidance Notes again to ensure that you have understood all the questions and criteria, and have included everything that we require. There is also a checklist at the end of the Guidance Notes.

The deadline for receipt of applications is **12.00 noon on Friday 9 April 2010**. **Late applications will not be accepted.**

Checklist and Enclosures

Please enclose everything we ask for (see checklist below).

Alternatively you can refer us to documents that we already hold on file if there have been no alterations made to them since.

Have you:

- ✓ Completed all sections of the application form?
- ✓ Enclosed your report and accounts?
- ✓ Enclosed documents and policies where relevant?
- ✓ Enclosed any additional information such as detailed budgets / programme / strategic plans?
- ✓ Enclosed an electronic copy of your application or emailed a copy of your application?
- ✓ Phoned the Council before the deadline if submitting by email to ensure that your documents have been received?
- ✓ Kept a copy of the application for your records?